

Technical Writer

Job Summary

The Washington Metrorail Safety Commission (WMSC) seeks one or more technical writers to join our team of rail safety experts to create and edit a variety of written products. The successful applicant(s) will be responsible for creating written products that enhance public understanding of complex information in a clear and concise manner with a consistent tone and message. The successful applicant(s) will work with other technical staff to create accurate and timely written products such as audits reports, annual reports, correspondence, web content, manuals, and publications.

If you have previous experience as a technical writer and meet the requirements below, we encourage you to apply.

Background

The WMSC is the designated State Safety Oversight Agency (SSOA) responsible for overseeing the safety of the Washington Metropolitan Area Transit Authority (WMATA) Metrorail system, which operates rail transit in the State of Maryland, the District of Columbia, and the Commonwealth of Virginia. The WMSC is responsible for implementing an effective oversight program in compliance with federal law. The WMSC's duties span a wide range of daily, periodic, annual, and triennial oversight activities. The WMSC has a robust set of responsibilities and enforcement powers and conducts safety event investigations, inspections, special studies, and audits of WMATA – all focused on ensuring the Metrorail system is safe for all who rely on it. The WMSC promulgates safety standards and requirements for Metrorail and has the authority to take swift and decisive action to address non-compliance or any hazardous conditions.

Required Qualifications

- Bachelor's degree or equivalent work experience
- Experience working as a technical writer or doing closely-related work
- Excellent English-language written and verbal communication skills
- Excellent organization skills and the ability to perform detail-oriented work
- Skilled at prioritization and multi-tasking
- Ability to use common Office tools and software
- Ability to create written products in accordance with a style guide

Although rail transit expertise is not required to apply for the position, the successful applicant(s) will be required to become fluent in rail transit terminology and operations; consequently, the selectee(s) must have demonstrated experience having become fluent in at least one technical discipline. The successful applicant(s) will also need to learn about the legal framework of safety oversight and become conversant in the core functions of the WMSC. The learning described in this paragraph will be accomplished by a combination of on-the-job experience and training courses.

Preferred Qualifications

- Project management experience and/or credentials
- Experience with social media applications such as Twitter and WordPress or other web-publishing tools
- Experience preparing or updating a style guide

Job Duties and Responsibilities

- Develop writing plans and manage writing projects
- Plan, format, structure, write, edit, and finalize written products
- Conduct research and ensure the use of proper technical terminology
- Prepare and edit written materials and proof the work of others for grammatical errors
- Gather data and collaborate with others to draft, review, and edit written content for external stakeholders
- Collaborate with technical professionals throughout the writing, editing, and publication stages of written products
- Synthesize technical information (e.g., inspection results, audit findings, and the results on investigations) in a concise manner for consumption by audiences of technical and non-technical personnel (e.g., subject matter experts, regulatory personnel, press, elected officials, and the general public)
- Assist in the creation of supporting materials such as illustrations and tables

The position may occasionally require evening or weekend work, but only during extenuating circumstances, such as preparing an urgent safety oversight document.

Location

The WMSC is located at 777 North Capitol St., NE, #402, Washington, DC 20002. Limited telework may be authorized, pursuant to WMSC's remote work policy.

The application process may include the candidate's submission of writing samples.

Salary

Salary is regionally competitive and will be commensurate with skills and experience. Employee benefits programs are generous and relocation assistance is available.

To apply for this position interested candidates must submit a resume, cover letter, including salary requirements and a completed employment application to hr@wmisc.gov. The employment application may be found at:

Candidates are advised that WMSC requires several pre-employment checks including criminal background and reference checks. WMSC also utilizes Everify, more here: <https://www.e-verify.gov/>

EOE